

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**DUTY STATEMENT**

RPA

EFFECTIVE DATE:

CDCR INSTITUTION OR DEPARTMENT California Correctional Health Care Services	POSITION NUMBER (Agency – Unit – Class – Serial)
UNIT NAME AND CITY LOCATED Nursing Services	CLASS TITLE Certified Nursing Assistant, Correctional Facility
PROPOSED INCUMBENT (If known)	CURRENT POSTION (Agency – Unit – Class – Serial) 064-770-8185-XXX
POST DESCRIPTION	SPECIFIC LOCATION ASSIGNED TO
WORKING DAYS AND WORKING HOURS a.m. to p.m. (Approximate only for FLSA exempt classifications)	REGULAR DAYS OFF
PROPOSED INCUMBENT (If known)	EQUIPMENT (Key Ring #, Personal Alarm, etc.)

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND INGENUITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE CRITICAL TO THE SUCCESS OF THE DEPARTMENT'S MISSION.

Under the supervision of the Supervising Registered Nurse (SRN) II/III, Correctional Facility (CF), and the clinical direction of the Registered Nurse (RN), CF and other members of the licensed nursing team, the Certified Nursing Assistant (CNA), CF performs patient care activities and related nonprofessional health care activities for patients in a variety of treatment facilities and health care settings. As directed and in collaboration with the nursing care team, the CNA, CF is primarily responsible for performing basic nursing care procedures such as assisting patients with physical care, activities of daily living, ensuring patient safety, and suicide watch activities including suicide precaution and restraint monitoring. The CNA, CF is responsible for addressing the ongoing needs of patients, working with the licensed nursing staff and other health care providers, and promoting the efficient, appropriate, and cost-effective use of health care resources.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use addition sheet if necessary)
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ESSENTIAL FUNCTIONS

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| 40% | Directly observes patients on suicide watch. Maintains constant and direct line of sight (full visual observation) of assigned patients. Informs Custody and SRN immediately of any obstruction or barrier to visual observation of patients on suicide watch. Immediately activates personal alarm/blows whistle (per Local Operating Procedure) to request assistance from the housing unit officer during emergency situations. Contacts the SRN to report emergency incidents. Remains at assigned post until emergency responders arrive and take possession of the patient. Every 15 minutes, at a minimum, documents all activities related to the suicide watch assignment. As assigned, directly observes patients in restraints and ensures patient's safety. As directed, provides fluids and nutrition to assigned patients, and as necessary assists with their urinary and bowel elimination functions. Documents the patient health record detailing the care given, including patient responses and all communication between the patient and the health care team. Immediately reports to the RN or SRN any significant changes to patient's condition or safety concerns. Participates in handoff communication between the incoming and outgoing staff regarding patients on suicide watch or restraints. Reviews all supplies to ensure they are readily available and in good working condition prior to assuming suicide watch duties i.e. laptop, ink pen, personal alarm, clock. |
| 40% | Works with inpatient and outpatient units, or primary care teams to provide general physical and personal patient care including oral hygiene, bathing, showering, toileting, assistance with ambulation, and positioning and turning patients as needed. Observes and records changes to the patient's condition, and reports the findings to the care team, RN, and the SRN. Obtains and documents clinical data such as vital signs, height, weight, and observations of patient behavior and |

<p>15%</p> <p>5%</p>	<p>health status and reports abnormal results to the appropriate nursing staff. Measures and records the amount of intake and output of fluids and assists with meeting hydration needs. Assists and encourages patients in using the special devices and equipment prescribed for physical comfort and/or rehabilitation. Administers basic life support in emergency situations. Obtains specimens for diagnostic testing in compliance with Department policies and procedures. Ensures all supplies are ordered and readily available and in good working condition.</p> <p>Attends all trainings, meetings, and committees as directed by the Chief Nurse Executive or designee. Participates in quality improvement activities such as audits and participation on the Quality Improvement Team. Actively supports the Complete Care Model and collaborates with the patient care team as assigned.</p> <p>Performs other duties as required.</p>
	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Warning signs and symptoms of suicide including increasing suicidal risk, monitoring requirements, suicidal watch and suicidal precaution monitoring requirements. Initiation of emergency medical services. Routine techniques for bathing, feeding, lifting patients, making beds, and caring for patients' clothing and other property; institution and clinic routines and procedures; appropriate methods and attitudes for meeting the physical and psychosocial needs of physically ill and/or disabled patients; and basic first aid.</p> <p><i>Ability to:</i> Identify items or issues within the patient's environment that pose a threat to patient safety. Identify increasing risk of suicidality or risk of injury to patient reportable to supervisor. Perform routine hospital techniques of bathing, feeding, lifting patients making beds, and caring for patients' clothing and other property; assist medically trained personnel; communicate at the level required for successful job performance; keep simple records; follow oral and written directions; and analyze situations accurately and participate in an appropriate course of action. Initiate emergency medical response, basic life support and summon for assistance during life threatening emergencies.</p> <p>EDUCATIONAL REQUIREMENT</p> <p>Complete continuing education as required for maintenance of California Nursing Assistant Certificate and as a condition of employment (40 hours of In-Service Training and on-the-job training annually). Suicide Prevention and Emergency Medical Response Trainings.</p> <p>ADDITIONAL ESSENTIAL REQUIREMENTS</p> <p>Ability to work mandated overtime hours as needed.</p> <p>SPECIAL PHYSICAL CHARACTERISTICS</p> <p>Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.</p> <p>Assignments may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Empathetic understanding of patients in a State correctional facility; willingness to work in a State correctional facility and comply with safety and security procedures; emotional stability; patience; tolerance; tact; alertness; keenness of observation; and willingness to interact with staff and inmates from a wide range of cultural backgrounds in a professional manner.</p>

SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE